



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

13 APR 1999

SARD-PA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installing the Electronic Data Access (EDA) Tool Across the
Army

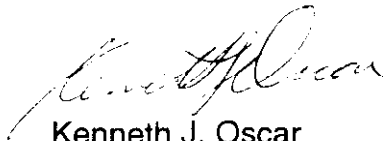
I need your help to complete the deployment of Electronic Data Access (EDA) to all Army contracting offices. Electronic Document Access is DoD's methodology for electronically transmitting solicitations, proposals, and awards. This methodology links our contracting offices electronically with the Defense Finance and Accounting Service (DFAS) and the Defense Contract Management Command (DCMC). It also provides an electronic filing cabinet where documents are indexed for ease of retrieval, thus providing authorized parties global access to paperless documents. As a result, using EDA will dramatically reduce the cost and time of distributing awarded documents, conducting follow-ups, and ensuring contractors are properly paid. Automating these processes will significantly raise the number of paperless transactions in the Army. Currently 104 sites have EDA.

Please make it priority to get EDA operational throughout your command as soon as possible. The process requires your systems administrators to download the SAACONS ICP 5-03 Update 2 and ensure data is correct for issuing office, administrative office, and pay office (Purchasing Activity Code and FSN/DSSN). Once completed, your sites will be ready to transmit EDA documents.

It is imperative we fully leverage this capability to achieve our DoD Paperless Contracting goal of January 1, 2000. I want to thank you for all your efforts to date in making this process as successful as it has been



across the Army. Now we need to ensure the remaining sites load and use EDA. My point of contact for SAACONS is Mr. Chuck Lowe, (804) 734-0126, and Mr. Gino Magnifico, (703) 681-3447.



Kenneth J. Oscar
Deputy Assistant Secretary of the Army
(Procurement)

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PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

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Anderson Way S.W., Fort McPherson, GA 30330-1064
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U.S. Army Medical Research and Materiel Command, ATTN: MCMR-
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U.S. Army Contracting Command, Europe, ATTN: AEAPR-PA (PARC), Unit 29331, APO AE 09266

Headquarters, Eighth United States Army, ATTN: FKAQ/EAAQ, Unit 15236, APO AP 96205-0009

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National Guard Bureau, ATTN: NGB-AQ, Suite 8300, Jefferson Plaza 1, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

CF:

Assistant Deputy Chief of Staff for Research, Development and Acquisition (Acquisition, Contracting and Program Management), HQ, U.S. Army Materiel Command, ATTN: AMCRDA-A, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

Chief, Contract Policy Team, Headquarters, U.S. Army Materiel Command, ATTN: AMCRDA-AP, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

Chief, Program Management and Acquisition Support Office, Headquarters, U.S. Army Materiel Command, ATTN: AMCRDA-AM, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001